



# Foreign Affairs Handbook

## 14 FAH-1 – Department-Wide Personal Property Management Handbook

**Change Transmittal:** PPM-13

**Date:** June 27, 2012

---

## 14 FAH-1 H-230 PROPERTY UTILIZATION IN THE DEPARTMENT

### Major Changes

1. This Change Transmittal issues the following changes to 14 FAH-1 H-230:
  - **14 FAH-1 H-231.2, Replacement Standards:** See 14 FAM 412.3, Replacement Standards, for details;
  - **14 FAH-1 H-232.2, Surveys:** Surveys must be accomplished at least annually; prepare a memorandum to the file confirming that the survey was taken and the date it was taken; and
  - **14 FAH-1 H-232.3, Preventive Maintenance and Repair:** Take care of the property in accordance with the manufacturer's recommendations. In each case, make a determination as to whether to establish an annual maintenance contract for the servicing of office equipment or perform servicing on a per-call basis, after comparison of the relative costs affecting specific types of equipment.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Administration's Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this

office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 14 FAH-1 H-230 (CT:PPM-1; 08-11-2004) and insert revised subchapter 14 FAH-1 H-230 (CT:PPM-13; 06-27-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PPM-13, and initial.

### **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.